

19 APR 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (11-18 April 1984)

A. PROGRESS ON ACTION ITEMS

1. Representatives from the Classification Review Division and the Directorate of Operations (DO/IMS) are inspecting the 198 feet of OSS records accessioned to the National Archives and Records Service (NARS). (For background information, please refer to OIS Weekly dated 28 March, Item A.2.) They are checking for odd items that might have been overlooked, to see that material was properly tabbed, and to provide suggestions and guidance to NARS personnel in final preparation of the OSS records for declassification and release.

2. The saga of establishing the Information Services Center (ISC) at Ames Building continues. On 12 April, the ISC referent from the Records Management Division (RMD) met with the consulting architect and his engineer to discuss air conditioning requirements. After assessing the existing installation, the engineer said that a total upgrade of the building's supplemental air conditioning system would be required in order to pump chilled water from the eighth floor to the upper floors--particularly the 12th floor. The renovation would be very costly and could not be begun for almost a year. (COMMENT: This was disappointing, but it does not dissuade OIS from attempting to establish the ISC, albeit under certain constraints.)

B. SIGNIFICANT EVENTS AND ITEMS OF INTEREST

1. D/OIS, DD/OIS, Chief, RMD, and members of OIS' Planning Staff met with Chief, Management Information Systems Group (ODP/MISG) and his representatives for a briefing on ODP's new approach to supporting component requirements for ADP and word processing systems. The concept involves assigning programmers who will be responsive to the particular needs of an office rather than trying to satisfy requirements within ODP. Under the arrangement, the office provides the slotting and ODP provides the manpower on rotational assignment in excess of two years.

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3. A representative of RMD, who is a member of the local chapter of the Business Forms Management Association, visited the Moore Business Forms' Printing Plant in Thurmont, Maryland. One of the most interesting aspects of the tour was the method used to manufacture certain specialty forms such as self-mailing envelopes, spot carbon forms, and credit cards. These forms cannot be printed at the Agency. Incidentally, most methods used for regular printing at the Moore Plant were not as advanced as those used by Printing and Photography Division.

4. Two representatives from RMD attended the Association for Information and Image Management Conference (formerly the National Micrographics Association) in Chicago 9-12 April. The conference emphasized the use of advanced technology in the micrographics industry, with some 30-40 percent of the vendors displaying products incorporating microprocessor chips. Numerous computer-assisted retrieval devices were exhibited with optical disk systems receiving the most attention. Several companies displayed working prototypes, but Phillips of Holland demonstrated a system that scanned documents from the crowd and printed duplicate copies on its laser printer. The A. B. Dick Company displayed a modified version of its System 200 updatable camera. There is use for this modified camera system in OF. This will be brought to their attention.

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